

# NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

November 1995

Issue #16

## MACS-E NEWS

### **MACS-E INNOVATIONS**

Behold the long-awaited OCHG to blanket order types BPC and BPV that were established via the status code 410 method:

1. Add record on OCHG. Change type code is CBO (Change Blanket Order).
2. Add OCAC record. Can either increase or decrease accounting lines or add new accounting lines.
3. Go back to OCHG. Change status code to 425. MACS-E will spin through all OCAC records that are active for the change number and the net amount will appear on OCHG.
4. Change status code to OCHG from 429 to 435. The record will process to CFS normally.
5. Change status code from 436 to 440. MACS-E will update OQTY and OAMT records and print the document.

NOTE: Do not add any OCLN records for this change order type!

A new and important document type, the "low-dollar contract order" or LDC has been developed for MACS-E users. The LDC enables one to create an order of up to \$2,000 against a contract without having to print, invoice or pay in the customary manner. Similar to the

existing low-dollar, non-contract order, the LDC automatically builds the invoice and payment records when set to status code 435. This new document type is now available for general use.

The waiver number is now printing on agency orders (WAO).

## NJCFS NEWS

### **NJCFS USER SURVEY**

A NJCFS user survey that measures system utility and user satisfaction will soon be distributed to each agency. It primarily includes questions regarding table usefulness and transaction ease of use but also questions how agency users feel about subjects like NJCFS reports, NJCFS availability, and NJCFS manuals.

Although the survey is lengthy, it is important that it be given attention since the information generated will be valuable in setting the direction for future NJCFS upgrades, system modifications, and training needs.

OMB will be distributing a package of these surveys to a person in each central office. This contact person will be asked to distribute the surveys to a cross-section of the employees in the agency that deal with the varied functions of NJCFS (data entry, approvals, inquiry). The contact person will then be responsible for collecting the completed surveys and forwarding them to OMB,

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Accounting by December 20, 1995. The results will be provided to the user community at a future NJCFS User Group meeting.

## **APPROVAL LEVELS FOR RECEIVABLES**

Effective Monday, November 13, fourth level approval will be required on Invoices (IN's) and Quick Invoices (QI's). The OMB Agency Support Section will be applying the fourth level approval and will be requiring Agencies to justify decreases to prior year invoices and coding of an object rather than a revenue source. Agency Support will scan the suspense file for IN and QI transactions which have three levels of approval and are awaiting fourth level. Only IN and QI transactions which require justification will need to be sent to the Agency Support Section.

## **GRANTS**

Some of you may have already noticed the new fields on the Federal Budget Line Table (FBLT). The "new" FBLT is expanded to include information on revenues.

The federal Office of Management and Budget has been making changes to CFDA numbers. Please be aware that these changes may require you to modify existing grants. If a grant has been established in NJCFS and the CFDA changes, agencies must enter an FM transaction with an "M" in the ACTION field. If you have any questions or

require assistance in modifying an existing grant contact Bill Maughan (292-5004) or Toni Pericoloso (633-8195).

OMB is in the process of adjusting the end dates of appropriations based on the federal awards. It is very important that the end dates of awards are set up correctly. For additional information refer to OMB Circular Letter 95-19.

OTIS recently implemented the EM transaction fix that will allow you to process EM transactions when the FBLT balance is negative. This will assist agencies in adjusting salary charges that hit incorrectly.

As of October 1, 1995, OMB canceled the GN10 report and replaced it with the GN15 report. The title remains the same, but now the GN15 is sorted by Government Wide Number and shows reporting category totals of awards.

Grants Module training will begin on November 13. All departments have been contacted and scheduled for this training.

## **EXPENDITURE MODIFICATIONS**

OMB has been receiving EM transactions for override that cross fiscal years. Agencies must submit detailed documentation to the Transaction Analysis and Approval Section of OMB to justify such transactions.

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## **CLAIMS/PRIOR YEAR PAYMENTS**

All prior year payments to be paid from current fiscal year funds require the following statement to be included in the description area or text:

"Recommended for payment pursuant to P.L. 1995, Ch. 164, Section 22 of the Appropriation Act."

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Department Head Name

**NOTE:** For claims the Section is 21.

## **PROCEDURE FOR UNDELIVERABLE CHECKS**

Checks which are returned to OMB by the United States Postal Service as undeliverable are then forwarded to the appropriate agency along with a form letter. It is the agency's responsibility to either forward the check(s) to the correct address or to redeposit the check(s) and process a refund of disbursement in NJCFS. It is also the agency's responsibility to provide the OMB Vendor Control Unit with a letter from the vendor/employee along with the completed form letter in order for any changes to be made to the Vendor File. The form letter alone is not sufficient documentation for making these changes. Any questions regarding this matter should be directed to Patricia Swanson at 609-633-8191 Vendor Control Unit.

## **VENDOR -- PROHEALTH OF NEW JERSEY, INC.**

Prohealth Of New Jersey was purchased by HIP Healthplan Of NJ, Inc. on June 5, 1995. Below is important information regarding payments to Prohealth of New Jersey, Inc.

All transactions processed for services rendered prior to June 5, must have the following vendor information:

Vendor Number: 223 118 948 00  
Prohealth Of New Jersey, Inc.  
2040 Sixth Avenue, Suite B  
Neptune NJ 07753

All transactions processed for services rendered after June 5, must have the following vendor information:

Vendor Number: 223 377 219 00  
HIP Pro, Inc.  
2040 Sixth Avenue, Suite B  
Neptune NJ 07753

If you have any questions, please contact Patricia Swanson 609-633-8191 Vendor Control Unit.

## **VENDOR: HEWLETT-PACKARD (941081436-XX)**

OMB-Accounting has been receiving an excessive number of payment inquiries from Hewlett-Packard. Although the tendency is to use the "00" location code, please make certain that the correct location code is being used. Checks must go to the post office box referenced on your invoice. By sending it to the local office, you are delaying credit of the check to your account.

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## **SYSTEM AVAILABILITY**

The system will be down every weekend through December 31, 1995. In January 1996 the system availability schedule will be reviewed to determine the weekend schedule for the spring of 1996.

The telephone number of 633-0310, which was used to determine network availability on weekends is no longer in use. When a weekend schedule is developed for the spring of 1996, a new number will be released.

## **Travel**

### **Table Modification**

The Open Travel Line Table (OTLT) has been modified to include outstanding advances. This information previously was contained on OTH2.

### **Final Payment**

Agencies currently using the travel module are reminded to enter an 'F' on the line in the Partial/Final Indicator Field (P/F) if the TV type 'S' payment is the final payment. By doing this, the balance on the TE/TH pre-encumbrance will automatically be returned to the free balance.

For those Agencies not using the travel module, please indicate on the travel voucher if it is the final payment.

## **New Procedure**

Effective November 6, 1995, Agencies will have to reference a TE/TH number when entering purchase orders into MACS-E, with an object code of **3010, 3020, 3030 or 3060**.

## **New Transaction**

In approximately two weeks, a new transaction (**TC - TRAVEL REFUND**) will be available in NJCFS for **all** refunds pertaining to travel. After that time, Cash Receipt (CR) transactions containing object codes **3010, 3020, 3030, or 3060** will **not** be accepted by NJCFS.

Agencies will receive an overridable error message (NJAVA 7 TRAVEL OBJECT REFERENCED) when processing EM transactions that contain the above objects. The override will be performed by the Transaction Analysis & Approval Section in OMB.

## **Object Codes**

Travel and subsistence expenses have been removed from object code 3810 - "Staff Training" and are now included in a **new object, 3060 - "Staff Training - Travel."**